

# Utah State Agency for Surplus Property

## SP-1 on-line User Manual



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## Utah State Agency for Surplus Property- On-line SP-1 User Manual



☐ Go to webpage: <http://fleet.utah.gov/services/surplus/default.htm>

☐ Click on “On-line SP-1”

A screenshot of the website for the Division of Fleet and Surplus Services. The page has a purple header with the text "Division of Fleet and Surplus Services" and "A Service of the Department of Administrative Services". On the left is a purple sidebar with a menu. The main content area features a collage of images of various vehicles and equipment. To the right of the images is a text block about the State Surplus Property Program, followed by contact information and a "What's New at Surplus?" section. An orange arrow points from the "On-line SP-1" text in the instructions above to the "On-Line SP-1" link in the sidebar menu.

**Information Technology**

- Services
- Organization
- Contact Info
- What's New
- Other Links
- Site Map
- DAS Home

**Auction Sites**

- Search for Property
- Current Sealed Bids
- Reports

**Surplus Request:**  
[SP-1 Instructions](#)  
[On-Line SP-1](#)

**Computers for the Schools**

The **State Surplus Property Program** is tasked with accounting and ethical disposal of State-owned property. Property is first offered for reutilization to state and other government agencies, and secondarily offered for public sale. Public sales are conducted on a retail sales basis and in some instances by way of sealed bids and auctions.

**Contact Information**

**Main Office**  
447 West 13800 South  
Draper, Utah 84020  
Phone: (801) 619-7200  
FAX: (801) 619-7229

**What's New at Surplus?**

- [WAREHOUSE SPRING CLEARANCE SALE](#)
- [Surplus FORUM Information](#)

The **Federal Surplus Property Program** is a Utah State governmental program that is tasked with the responsibility of locating, acquiring and distributing federal surplus personal property state and local governments and eligible non-profit organizations.

The **LESO Program** has the potential of providing Law Enforcement agencies with a variety of items from the Department of Defense. The property can include firearms, aircraft, boats, vehicles, body armor, night vision scopes and other military hardware for your law enforcement needs.


Alternate web Address: <http://surplus.utah.gov>

[www.utah.gov](http://www.utah.gov) > utah government > state agencies > administrative services > surplus


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- ☐ Enter your DASID if you know it [shortcut for FINET string]
- ☐ If you don't know your DASID, you can search by the agency or org field or enter your customer name/department or agency name and sort through the possible names. Still can't find, contact your accounting person for help

 **State Online Services** **Agency List** **Business.utah.gov**

**Division of Fleet and Surplus Services**  
*A Service of the Department of Administrative Services*



- Services**
- Organization**
- Contact Info**
- What's New**
- Other Links**
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**\*\* Please enter all or a portion of your accounting information.**

**DASID:**   
(Non-State should enter "NS" in DASID)

-- OR --

**Agency:**

**Org:**

-- OR --

**Choose your name from the list below...**  
(sorted by department~division~dasid~last name~first name)


**Customer:**

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- ☐ If the information in the DASID field, below, is correct, click on “Continue”
- ☐ If the description in this field is not correct click on the arrow to find the right description for your agency.

**Division of Fleet and Surplus Services**  
*A Service of the Department of Administrative Services*




**Services**  
**Organization**  
**Contact Info**  
**What's New**  
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Please choose your account information from the list. Format is 'DASID/FUND/AGENCY/ORG/APPROPRIATION/ACTIVITY/CATEGORY/PROJECT'.

DASID:  

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- ☐ Complete all fields
- ☐ If you want Surplus to pick-up the property make sure the box below is checked. For other transactions use pull down menu to select transaction type

**Motorpool Services**

**Services**  
**Organization**  
**Contact Info**  
**What's New**  
**Other Links**  
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**\*\* All fields are required except for Division and FAX Number.**

Department:  Division:

First Name:  Last Name:

Phone# (w/area code):    FAX# (w/area code):

E-Mail:

**Approval Information**

Approved By:  Approver's Phone # (w/area code):

Approver's E-Mail:

Pickup?:

☒ This box must be checked to create/update your profile with the above information.


When this box is checked this form will retain all data entered to save you time on your next SP-1

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☐ Complete all required fields

☐ Property location: If more than one location, submit separate SP-1



**Services**  
**Organization**  
**Contact Info**  
**What's New**  
**Other Links**  
**Site Map**  
**DAS Home**



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**PICKUP**  (Required)  
**Contact:**

**Phone#**    (Required)  
**(w/area code):**

**FAX#**     
**(w/area code):**

**Mobile#**     
**(w/area code):**

**Backup**   
**Contact:**

**Backup**     
**Phone#**  
**(w/area code):**

**LOCATION**

**Address:**  (Required)

**City:**  (Required)

**State:**  (Required)

**Zip**   
**Code:**


☒ This box must be checked to  
update your profile with the  
above information.

## Utah State Agency for Surplus Property- On-line SP-1 User Manual




- ☐ List all items to be surplus. Property condition is your best estimate. Original cost and estimated cost is helpful in determining resale value. If you don't know leave blank. Once items have been listed click on
- ☐ If you are having to surplus many items or will be collecting items over several days, you may want to use the EXCEL spreadsheet option. See next page for special instruction

**Division of Fleet and Surplus Services**  
A Service of the Department of Administrative Services



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If you have numerous items for Surplus and would like to send them in an EXCEL spreadsheet, check this box and click on the Continue/Submit button at the bottom of this screen. ☐

**\*\* Enter as much information as you can for the items you wish to Surplus. \*\***  
**\*\* YOU MUST ENTER AT LEAST DESCRIPTION AND QUANTITY FOR EACH LINE ITEM USED. \*\***

Comments (for the entire SP1):  (optional)

Items to Surplus							
Asset #	Description	Quantity	Unit	Serial Number	Condition	Original Cost	Estimated Value
DO NOT ENTER \$ SIGN							
<input type="text"/>	<input type="text"/>	<input type="text"/>	EA <input type="button" value="v"/>	<input type="text"/>	GOOD <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
Comments: <input type="text"/>							
<input type="text"/>	<input type="text"/>	<input type="text"/>	EA <input type="button" value="v"/>	<input type="text"/>	GOOD <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
Comments: <input type="text"/>							
<input type="text"/>	<input type="text"/>	<input type="text"/>	EA <input type="button" value="v"/>	<input type="text"/>	GOOD <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>

If you need to enter additional SP1 lines, please check this box. Click on the Continue/Submit button. Another screen will allow you to enter more detail lines. ☐

ONLY PRESS THE "Continue/Submit" BUTTON ONCE! It may take a few moments to process.



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☐ Set-up your EXCEL spreadsheet as indicated

The screenshot shows the 'Division of Fleet and Surplus Services' website. A red arrow points from the instruction box above to the text 'You have chosen to send your SP-1 in an EXCEL spreadsheet' on the website. The website has a navigation bar with 'utah.gov', 'State Online Services', 'Agency List', 'Business.utah.gov', and a search bar. A sidebar on the left contains links for 'Services', 'Organization', 'Contact Info', 'What's New', 'Other Links', 'Site Map', and 'DAS Home'. The main content area includes instructions on the required format for the SP-1 spreadsheet, listing columns 1 through 9. It also includes a warning about required fields and a link to the email address for submission.

utah.gov State Online Services Agency List Business.utah.gov Search Utah.gov GO

**Division of Fleet and Surplus Services**  
A Service of the Department of Administrative Services

**Information Technology**

**Services**  
**Organization**  
**Contact Info**  
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You have chosen to send your SP-1 in an EXCEL spreadsheet. Your number is 2094-S05. Please include this number on your e-mail. You will receive a return e-mail when the data has been processed (if a valid e-mail address was provided).

The format **MUST BE AS FOLLOWS:**  
Column 1 is ASSET #  
Column 2 is DESCRIPTION  
Column 3 is QUANTITY  
Column 4 is UNIT  
Column 5 is SERIAL #  
Column 6 is CONDITION  
Column 7 is ORIGINAL COST  
Column 8 is ESTIMATED VALUE  
Column 9 is COMMENTS

\*\*\* DESCRIPTION, QUANTITY, UNIT, and CONDITION are required! \*\*\*  
\*\*\* IF REQUIRED COLUMNS ARE NOT INCLUDED, THE SP1 WILL BE RETURNED TO YOU. \*\*\*

Click on this e-mail address and send your SP1 as an attachment:  
[jwilkins@utah.gov](mailto:jwilkins@utah.gov).

Do you need to enter more SP1s? Please check the appropriate box and then click on the "New SP1" button.

Same Account? ☐  
Different Account? ☐

New SP1



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- ☐ This completes the SP-1 submittal. You may print a copy of the SP-1 at this point.
- ☐ If you need to submit another at this SP-1, check the box below and click on [New SP1](#)

A screenshot of the Utah.gov website's Surplus Property section. The page has a purple header with the Utah.gov logo and navigation links: State Online Services, Agency List, and Business.utah.gov. A search bar is on the right. Below the header, a purple banner reads "Division of Fleet and Surplus Services" and "A Service of the Department of Administrative Services". On the left is a sidebar with a "Surplus Property" image and a list of links: Services, Organization, Contact Info, What's New, Other Links, Site Map, and DAS Home. The main content area has a purple background and contains the following text: "Your SP-1 has been submitted. Your number is 2118-S05. You should receive an e-mail within the next few minutes with this information (if a valid e-mail address was provided)." Below this is a question: "Do you need to enter more SP1s? Please check the appropriate box and then click on the 'New SP1' button." with two options: "Same Account?" and "Different Account?", each with an unchecked checkbox. A "New SP1" button is below these options. At the bottom of the main area is a "Print SP1" link. The footer contains links to Utah.gov Home, Terms of Use, Privacy Policy, and Accessibility Policy, along with a copyright notice for 2004. Two red arrows originate from the text above the screenshot: one points to the "New SP1" button in the main content area, and the other points to the "Print SP1" link.



# Surplus Property System On-line Client Report

Web-site Report for Client Convenience

Quick Look-up of Property Status

Print Capability for Additional SP-1 Copies

Agency Report for Purchases from Surplus [Accounts Receivable]

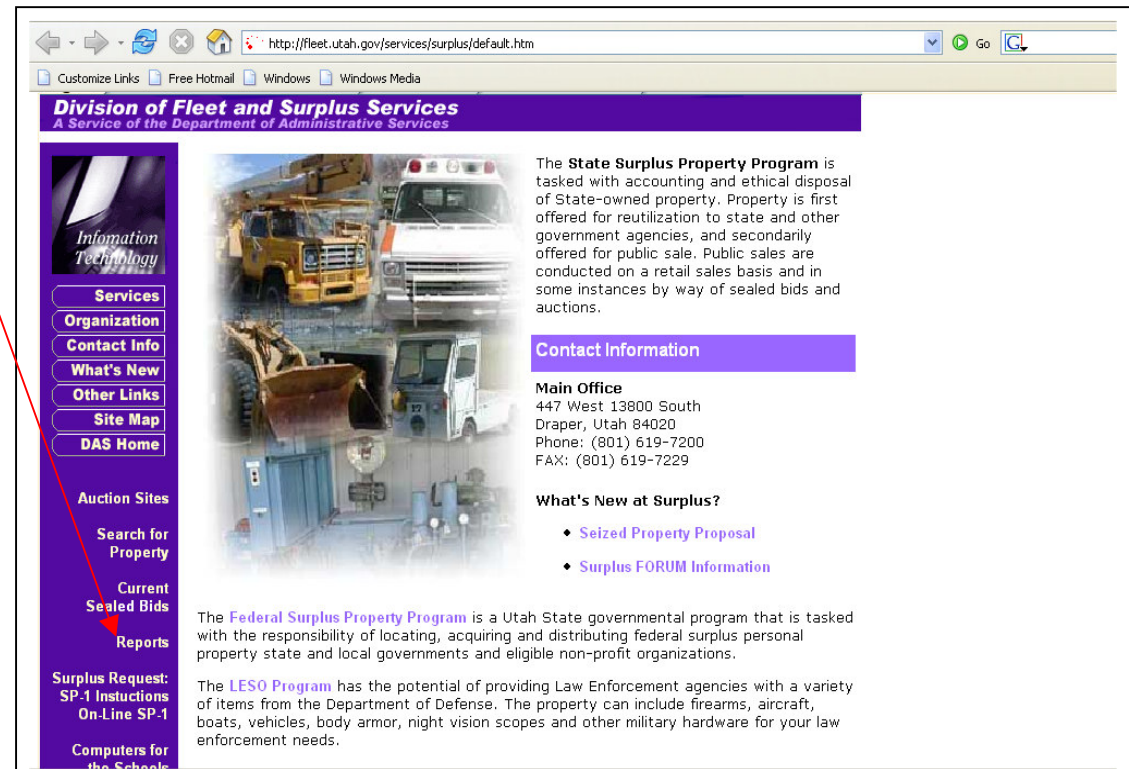


# Utah State Agency for Surplus Property- On-line SP-1 User Manual



☐ <http://fleet.utah.gov/services/surplus/default.htm>

☐ Click on reports





- ☐ Click on “Property Distribution Document”

A screenshot of a web browser displaying the Utah State Online Services website. The browser's address bar shows the URL 'http://fleet.utah.gov/services/surplus/surplusreports.htm'. The website header includes the 'utah.gov' logo, navigation links for 'State Online Services', 'Agency List', and 'Business.utah.gov', and a search bar. Below the header, the page is titled 'Division of Fleet and Surplus Services' and 'A Service of the Department of Administrative Services'. The main content area features a 'Surplus Reports Menu' with four links: 'Purchase Activity Report (Invoices)', 'Property Distribution Document', 'Property Distribution Document (vehicles/equipment)', and 'SP-1 Print'. Each link is accompanied by a brief description of the report. A red arrow points from the text 'Click on “Property Distribution Document”' to the 'Property Distribution Document' link in the menu. On the left side of the page, there is a vertical sidebar with a 'Flag Network' image and a list of links: 'Services', 'Organization', 'Contact Info', 'What's New', 'Other Links', 'Site Map', and 'DAS Home'. At the bottom of the page, there is a note about browser compatibility and a 'Top' link. The Utah! logo is visible in the bottom left corner.

File Edit View Go Bookmarks Tools Help

http://fleet.utah.gov/services/surplus/surplusreports.htm

Customize Links Free Hotmail Windows Windows Media

utah.gov State Online Services Agency List Business.utah.gov Search Utah.gov GO

**Division of Fleet and Surplus Services**  
A Service of the Department of Administrative Services

**Surplus Reports Menu**

**Purchase Activity Report (Invoices)** - This report shows all purchases for a particular billing month. It includes the FINET document number, the invoice, the product, description, quantity, and cost.

**Property Distribution Document** - This report shows all property sold for your department for a particular billing month. It includes the invoice, the product, description, and quantity.

**Property Distribution Document (vehicles/equipment)** - This report shows all property sold for your department for a particular billing month. It includes the invoice, equipment/asset #, product, description, and quantity.

**SP-1 Print** - This report shows all the information for a particular SP-1.

Note: Although it is most unlikely that you will experience any problems using this menu, certain non-standard browsers will not respond properly. If you experience any difficulties, you may contact the I.T.S. Help Desk at 801-538-3440 or 800-678-3440 (Toll Free).

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- ☐ Fill in DASID [or FINET Doc#] & Fiscal Year field and submit.  
You may also narrow down your search to a specific month within the FY.

The screenshot shows the Utah.gov website interface. At the top, there's a navigation bar with "utah.gov", "State Online Services", "Agency List", and "Business.utah.gov". A search bar on the right says "Search Utah.gov" with a "GO" button. Below this is a purple banner for the "Division of Fleet and Surplus Services", a service of the Department of Administrative Services. On the left, a vertical menu lists "Services", "Organization", "Contact Info", "What's New", "Other Links", "Site Map", and "DAS Home". The main content area is titled "Surplus Distribution Document". It contains four input fields: "DASID:", "FINET DOC#:", "Fiscal Month:", and "Fiscal Year (Last 2 digits):". A "Submit" button is located below these fields. To the right, a "Sample" box with a green border shows a preview of the form with the text "fosurplus" in the first field and "05" in the last field. Two red arrows point from the "DASID:" and "Fiscal Year (Last 2 digits):" fields to the corresponding fields in the "Sample" box.



- The report format is shown below [Sample Report]

The report indicates the product number that appeared on your submitted SP-1 and invoice number which disposed of that product number.

*A Sample Invoice [from the surplus system] is provided for your reference only.*

## Sample Report

Surplus Property  
Phone: (801) 619-7200  
447 West 13800 South  
Draper UT 84020

State Of Utah  
Department of Administrative Services  
Property Distribution Document

Calendar Year 04 Calendar Month

30-00906-180  
ADMINISTRATIVE SERVICES  
FLEET OPERATIONS SURP STA  
4120 STATE OFFICE BUILDING  
SALT LAKE CITY , UT 84114  
Attention to: DAVID REGAN

Inv #	Finet Doc	Product ID	Description	Cond Code	Equip # / Asset #
542184		0922-S04-015	0922-S04-015:TRAY SLIDE	RETAIL	
542503		0251-S05-009	0251-S05-009:BOOKCASES	RETAIL	
542829		1327-S03-004	1327-S03-004:TIRES FIRESTO	RETAIL	
542936		0251-S05-023	0251-S05-023:TABLE	RETAIL	
542216		0140-S05-001	0140-S05-001:RIBBONS PANAS	RETAIL	

## Sample Invoice

InvoiceType: STAT Invoice #: 542184 Retrieve Posted Invoice... View only

InvoiceType: STAT	Invoice Num: 542184	Sale Date: 7/21/2004	Returned Inv#
Customer Id: 30-04027-900	BOB	DASID	
Phone #:	Signed By:	TAXID	
Auth Sig:			
Payments: A/R	Cash	Check	CreditCard 26.65
Sale Amount: 25	Other Costs: 0	Delivery Cost:	Total Tax: 1.65
Doc. fee:	Sold by Contractor: N	Auction: N	Sales Total: 26.65
Comments:			

The on hand count does not reflect the change until the invoice is saved.

Line#	Product Id	Quantity	ServiceCharge	Price	Payback Rate/30dayhold	DateReceived
1	1922-S04-043	1	20.00	20	0.2	6/8/2004 CAROUSEL KODAK
Trans cost: 0 Enhance cost: 0 Other: 0 Comments:						
2	1922-S04-015	1	5.00	5	0	12/30/2003 TRAY SLIDE
Trans cost: 0 Enhance cost: 0 Other: 0 Comments:						
25.00						





Continue/Submit

Cancel



If you have any additional questions, please feel free to call us at your convenience.



If you need us to walk you through the process we will be happy to do so.

447 West 13800 South, Draper UT. 84020  
Phone: 801-619-7200, Fax: 801-619-7229  
EMAIL: [utahsurplus@utah.gov](mailto:utahsurplus@utah.gov)

